S E C R E T

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DA 89-0358
24 February 1989

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 24 February 1989
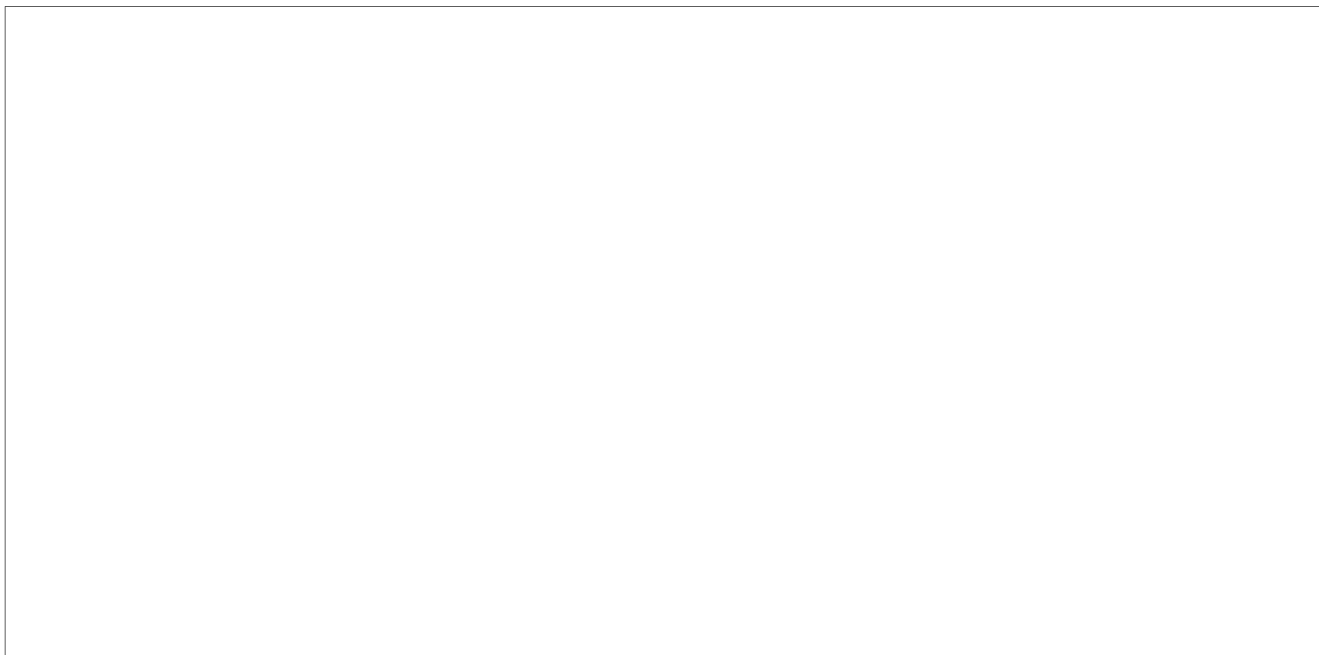
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       2.   OS and the Office of Training and Education (OTE)
sponsored a presentation on computer viruses in the Headquarters
Auditorium to inform employees about computer viruses and Agency
25X1   efforts to deal with this problem.

       3.   OTE's first running of the Reaching Policymakers course
provided 16 participants with insights into the differences in
work styles and views of analysts and policymakers.
Representatives from the Senate Oversight Committee and the
25X1   National Security Council gave the feature presentations.

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6. Office of Personnel (OP) representatives recently attended a Career Planning EXPO in Boston, Massachusetts. Primarily for minority candidates from the New England area, the EXPO attracted approximately 100 students wno sought information about Agency employment. The backgrounds and accomplishments of many of the applicants were outstanding.

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7. OP recruiters also tested and interviewed 98 clerical applicants in San Juan, Puerto Rico. Sixty-two qualified and were given Personal History Statements.

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9. The Office of Logistics (OL) produced 250 copies of a videotape of the DCI's 1 February Public Broadcasting System interview on the McNeil/Lehrer Report for worldwide distribution to Agency employees.

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R. M. Huffstutler

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